New Hampshire Department of Health and Human Services Office of Community and Public Health Bureau of Vital Records



The Bureau of Vital Records has completed its rules. The members of the Joint Legislative Committee on Administrative Rules (JLCAR) have heard our rules and passed them. They are now in effect. The Bureau will distribute copies of these rules to all Local Registrars. Also, a complete set of these rules are located on the Legislative Services website.

#### http://gencourt.state.nh.us/rules/hep7000.html

The rules are quite large, so download times may be excessive!

## SOLEMNIZATION OF MARRIAGE (RSA 457:32)

Per the 2000 Legislative session, RSA 457:32 now permits an individual residing out of state, and who is authorized or licensed by law to perform marriages in such individual's state of residence, may apply to the Secretary of State for a special license to solemnize a marriage in New Hampshire. This special license must be received by the officiant, prior to the ceremony, and shall be returned along with the marriage license, to the clerk of issuance following the marriage.





## **NEW DEATH** REGISTRATION PROCEDURE FOR **FUNERAL DIRECTORS**

Effective immediately, ALL VRV Funeral Directors shall file ALL original death certificates directly with the BUREAU.

Homes will now be Funeral responsible to file with all Non-VRV City/Town clerks

- 1 A diskette containing the death record.
- A Burial Permit. 2.

Any Death Certificate reported to the Bureau for a Non- Automated City/Town Clerk shall be forwarded to the Local Registrar by Bureau Staff.

If you have any questions regarding this change, feel free to call Heather or Steve at the Bureau.



## **SOCIAL SECURITY NUMBERS ON** MARRIAGE RECORDS

As directed by State & Federal Law, Social Security Numbers are required on all Marriage Licenses. Please use the following information when completing the Marriage license:

000-00-0000 shall be entered for "None" 999-99-9999 shall be entered for "UNKNOWN"\*\*\*

888-88-8888 shall be entered for "REFUSED"

\*\*\*"unknown" should be utilized minimally.



### SUPPLEMENTAL DEATH INFORMATION

Bureau The processes "Supplemental Death" information directly from the office of the Chief Medical Examiner. The non-VRV City/Town clerk of occurrence will receive a VSX-2 and a copy of the "supplemental death" report for their file. At no time should the local clerk retain the Death Certificate while awaiting additional information, ie: "pending toxicology"

All physicians requesting a change in the Cause of Death, must file a "Supplemental Death" directly with the Bureau.

If you have any questions, please call Heather Bentley at 271-4649.

#### RESIDENT REPORT INFORMATION

Resident reports will continue to be forwarded to all non-VRV City / Town Clerks quarterly. VRV Clerks will be responsible to produce their own reports using the VRV system. Any request received by a City / Town clerk to keep confidential the fact of an event shall be in writing and forwarded to the Bureau ASAP. The Bureau can flag the record so that the event will not be included in the resident reports generated and sent out by the Bureau.



#### CORRECTION PROCEDURE

Correction(s) made to a Birth, Marriage or Death record(s) are accomplished by using the Bureau's VSX or VSCr correction forms. VRV2000 sites can make a VSX correction for an event that has occurred within their City or Town. AMC and ADC Clerks can make corrections by using the AVRIS system. However, in order to do so, all records must be transferred from ADC / AMC into AVRIS. After completing the above process, Re-index both Marriage & Death records. (AVRIS & AMC, ADC).

Any correction made shall be noted in the marginal note section of the item amended, ie: "child first name corrected per VSX 07/01/2001"

NOTE: Any VSX correction to a Death record must be initiated by the Funeral Director or Informant.

# VRV2000 CORRECTION PROCEDURE

VRV2000 locations making a correction per VSX, must amend the VRV2000 record using the VSX correction procedure within the VRV system. All items must be amended prior to sending the paper VSX to the Bureau. A notation on the VSX form shall be made indicating the State File Number of the amended record and the date the correction was made.

NOTE: Some data fields must also be changed when entering new

information into the VRV system, ie: If you have changed the City/Town of residence on a record, the County of residence & zip code may also need to change. A telltale sign that ALL data fields were not amended correctly is when you print out a Certified Copy of the record and the item(s) are omitted from printing. Please double check all items before you save the correction.

If you need to go back into the record to make an additional correction, a second marginal note will be displayed.

When correcting a Death record in VRV the relationship of the requestor is limited to the Funeral Director or the Informant and shall be stated within the VSX correction field.



# COURT-ORDERED PATERNITY

When processing a Court Ordered Paternity (adding a father), no marginal note shall show on the face of the Certified Copy of the Birth certificate. VRV clerks, upon processing the Court Order in VRV, shall also change the Martial Status of the mother from "UNMARRIED NO AFFIDAVIT" to "UNMARRIED-AFFIDAVIT FILED." Currently VRV2000 will create a marginal note and you will need to notify the bureau for it to be removed.



## Transferring Records from ADC/AMC to AVRIS

- 1. Start AVRIS.
- 2. Menu item "Marriage"
- 3. Select Option "90-Present"
- 4. Select Option "File Manager"
- 5. Select Option "Transfer Records from AMC"
- 6. Enter a cut off date, which AMC will use to transfer all records prior to that date.

This will transfer all records with a completed date that falls before the date specified into AVRIS. This procedure does modify the databases for ADC/AMC and AVRIS, which means the databases must be re-indexed in each of the programs.

All the programs can be re-indexed at once by exiting out of all programs, then clicking Start — Run. Enter c:\reindex.bat in the Open: line. Click OK to complete the command. A black DOS window will appear, which can then be closed. This reindexes ADC, AMC, and AVRIS at the same time.

To reindex each program individually:

In AVRIS, go to Marriage (or Death)
– 90-Present – File Manager –
Reindex Data Files. This will reset
the index for that area of AVRIS.

In AMC/ADC, go to File Maintenance – Reindex Data Files. This will reset the index for the program that you are in.

### YEAR END CLOSING

Once again we are approaching the annual ritual of closing Vital events for the calendar year 2001.

Please ensure the state copy for every record you have filed locally during 2001 has been forwarded to the Bureau. If you are holding a "PROBLEM RECORD", such as a death certificate with a "pending cause of death" or any record for any reason, please send it in at this time.

All records filed at the local City/Town clerk's office shall be forwarded to the Bureau weekly.

If you have any questions in this regard, please contact Steve Wurtz at 271-4655.



# USE OF VITAL RECORDS IN TOWN REPORTS

It is permissible to list vital events in town reports. However, the format used must conform to the guidelines of confidentiality, as required by state statutes.

When publishing vital events in town reports the following may be used in accordance with RSA 126:14:

- 1. A written request from a resident that a particular event be omitted from the town report shall always be granted.
- 2. A written request from a resident registrant that a certain event be published in the town report, even when it involves the birth of a child to an unwed mother, shall be granted.
- 3. Items of information that may be shown in a town report shall be as follows:

THE DATE OF THE EVENT IS ALWAYS PERMITTED.

#### Birth:

Child's name, name of father, name of mother, place of birth.

#### Death:

Name; place of death; name of father; maiden name of mother.

#### Marriage:

Groom's name and place of residence. Bride's state the <u>NAME of the person they</u> name and place of residence. represent, that person's relationship to

# 2002 MARRIAGE EXPIRATION DATES

Enclosed is this year's calendar of marriage license expiration dates.

This calendar has proven to be very helpful to the local registrar offices in the past. The 90 days is calculated from the date the intention of marriage was filed by the local registrar. The calculated "90 day" date shall be listed in the item box "expiration date".



# ACCESS POLICY DISCLOSURE OF INFORMATION FROM VITAL RECORDS

ROM VITAL RECORDS (RSA 126:14)

In order to protect the integrity of vital records, to insure their proper use, and to insure the efficient and proper administration of the systems of vital statistics, the State Registrar of Vital Records and Health Statistics or the custodian of permanent local records shall not permit inspection, or disclose information contained in vital statistics records, or copy or issue a copy of all or part of any such records unless he/she is satisfied that the applicant has a direct and tangible interest in such record, ie: the registrant, a member of his immediate family, his guardian, or their respective representatives shall be considered to have a direct and tangible interest. Others may demonstrate a direct and tangible interest when

information is needed for determination or protection of a personal or property right.

The term "legal representative" shall include an attorney, physician, funeral director or other authorized agent acting in behalf of the registrant or his family.

When determining if the "LEGAL REPRESENTATIVE" has access to the record, it will be necessary for them to state the NAME of the person they represent, that person's relationship to the record they request and the interest in the record. This direct and tangible interest must be listed in any correspondence received or clearly expressed if application is made in person. A reason MUST be listed on the application for a vital record. If received by mail, the clerk must list the relationship and reason on the application request form retained in the clerk's office.

If access is not clearly stated in the written correspondence the letter <u>shall</u> <u>be returned</u> to the requester for additional information to determine access.

#### LE.:

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED: **Property Land Title Search** 

BY WHOM: **Jack Justice** 

RELATIONSHIP TO REGISTRANT:

Attorney for John Smith

OR

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

**Divorce Proceedings** 

BY WHOM: Jack Justice

RELATIONSHIP TO REGISTRANT:

Attorney for John Smith

OR

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

Estate Probate

BY WHOM: Jack Justice RELATIONSHIP TO REGISTRANT: Attorney for John Smith

You are encouraged to call the Bureau whenever you need advice or assistance. Please feel free to use our toll-free number 1 800-852-3345.



#### **NEW COUNTER HOURS**

The counter at the Bureau of Vital Records is open for the purpose of obtaining certified copies of vital events Monday – Friday, 8:15 a.m. to 4:15 p.m.

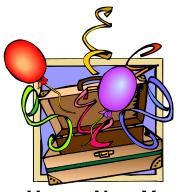
The Genealogy Vault is open M-F at 8:30 a.m. and closes at 4:00 p.m. every day except Wednesday when it closes at 3:30 p.m. for cleaning.



# WELCOME TO THE NEWEST VRV2000 LOCAL REGISTRARS

Claremont, Colebrook, Conway, Franklin, Haverhill, Lancaster, New London, Plymouth, Salem and Wolfeboro





## HAPPY NEW YEAR

The State Registrar and the entire Bureau staff wish to take this opportunity to thank each of you for all the assistance that you have rendered during 2001.



# RECORDS FILING PROCEDURE (WEEKLY)

ALL RECORDS filed within the local City/Town office shall be forwarded to the Bureau WEEKLY. AMC and ADC locations shall also transmit this information to the Bureau WEEKLY. This is a vital element to the success of the VRV2000 central database. Failure to comply can result in incorrect Resident Reports, or even more extreme, the loss of use of the Bureau's Vital Records computer.

#### AT NO TIME SHALL ANY RECORD BE HELD BY THE CITY /TOWN CLERK

If you have any questions on this please feel free to call Steve Wurtz at this Bureau. (800-852-3345 ext 4655)

## NEW HAMPSHIRE BUREAU OF VITAL RECORDS

Bureau Chief: William R. Bolton, Jr. 271-4505

Adoptions, Birth VSX corrections Melanie Orman 271-4156



#### REGISTRATION / CERTIFICATION STAFF

Supervisor, Steve Wurtz 271-4655

Birth, Steve Wurtz 271-4655

Home Birth

Courtney Kingsbury 271-4662

Death, Death VSX correction, Supplemental Death Correction Heather Bentley 271-4649

Marriage & Divorce, Marriage VSX correction

Doris Michniewicz 271-5322

Mail & Vital Chek Requests Lee Calkins 271-7975

Counter & Clerk support staff:

Peg Buckley 271-4650

Courtney Kingsbury 271-4662

Debra Walden 271-4650

Legitimation, VSCr, Corrections,
Delayed Birth Certificates
Steve Wurtz 271-4655

#### DHHS Technical Support 1-800- 835-2379

You are encouraged to call the Bureau whenever you need advice or assistance. Please feel free to use our toll-free number 1-800-852-3345.

WE HAVE ATTACHED A COPY OF THIS TELEPHONE LIST TO THE BACK PAGE OF THIS NEWSLETTER FOR YOUR CONVENIENCE.